



Job Title: Title I and Grants Compliance Officer

Reports to: Deputy Chancellor for Business/Fiscal Affairs and Operations
Deputy Chancellor for Instructional Support and Educational Accountability

Primary Purpose:

The Title I and Grants Compliance Officer will be responsible for oversight of Title 1 Funds and other private grant/contract awards to the Education Achievement Authority of Michigan by providing expertise and guidance in fiscal, programmatic, and outcomes/evaluations required of each funding source. The person filling this position will also assume responsibility for assuring compliance of all grants/contracts awarded to EAA of Michigan which will include the following:

- Maintaining a database for all grants/contracts reporting deadlines and links to archival reports, draw-downs of revenue and fiscal expenditures;
- Developing and maintaining the EAA of Michigan's *Grant Management Handbook* that will be consistent with state and federal guidelines;
- Staying current with all federal regulations and guidelines;
- Ensuring that all monthly and annual Time and Effort Reports are completed on time and correctly completed;
- Working with the Business/Fiscal Affairs and Operations Division of the EAA Of Michigan to ensure appropriate distribution of funds and that all grants/contracts are closed-out;
- Securing appropriate approvals for grants, contracts, subcontracts, agreements, and memorandums of understanding;
- Assisting with coordination of site visits;
- Staying abreast of program compliance, provides technical assistance, identifies options, and makes recommendations on grant preparation and implementation through site visits, workshops, training, and other management assistance services.
- Holding meetings with grant/contract managers;
Working with building principals to ensure correct implementation, outcomes/evaluation data is available;
- Performing other duties as assigned.

QUALIFICATIONS

Education/Certification:

Required: Bachelor's Degree in Statistics, Computer Information, Business Administration, or related fields with strong accounting and project management knowledge/experience.

Preferred: Master's Degree in Business Administration, Statistics or related field.

EXPERIENCE:

At least three years' experience combining project management/compliance, and/or supervisory responsibilities.

SKILLS:

Competence in use of Microsoft Office (Word, Excel, Access). Ability to meet deadlines. Knowledge of programmatic and fiscal reporting and statistical analysis of data and interpretation of results. Strong written, oral and graphical communication skills; organizational, analytical, and interpersonal skills. Ability to interact with a diverse constituency. Experience with data extraction and data importing for database information management. Some evening and weekend work may be required and some interstate and intrastate travel may be required. Ability to work under stress, work independently and as a team member.

To apply for this position, please email a cover letter and attach your resume to **Michigan.gov/eea**

H. MiUndrae Prince, Ph. D., Ph.D.,
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